






Create an Item


An existing course now requires an exam. An item must be created for this exam.

Step	Activity	View
1.	Select the Learning menu.	
2.	Select Items .	
3.	Select Add New .	
4.	Select an Item type from the Item Type drop-down list.	<div> <div> <div>* Item Type:</div> <div>* Item ID:</div> <div>Revision Date: (MM/DD/YYYY)</div> <div>Revision Time: (hh:mm AM/PM)</div> <div>Time Zone:</div> <div>Revision Number:</div> <div>Title:</div> <div>Classification:</div> <div>Source ID:</div> </div> <div> <div></div> <div> <div>Assessment</div> <div>Audio</div> <div>Briefing</div> <div>CD-ROM</div> <div>Certification</div> <div>Classroom</div> <div>Conferenc/Meeting</div> <div>Course</div> <div>Detail</div> <div>Document</div> <div>Exam</div> <div>Shadow Assignment</div> <div>Video</div> <div>Web Based</div> </div> </div> </div>
5.	Complete the Item ID field. (Check current AgLearn naming standards.)	<div>* Item ID: <input type="text"/></div>
6.	Click the Revision Date Calendar icon to select and enter a revision date.	<div>Revision Date: (MM/DD/YYYY)</div> 
7.	Enter a revision time in the Revision Time field.	<div>Revision Time: (hh:mm AM/PM)</div> <input type="text"/>
8.	Click the Time Zone Selection icon to search for and enter a time zone.	<div>Time Zone: <input type="text" value="EST (Eastern Standard Time)"/></div>
9.	Enter the revision number in the Revision Number field, if applicable.	<div>Revision Number: <input type="text"/></div>

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10.	Enter the Item title into the Title field.	Title: <input type="text"/>
11.	Click the Source ID Selection icon to search for and enter a Source ID.	Source ID: <input type="text"/>
12.	Click the Domain ID Search icon to search for and enter a Domain ID.	* Domain ID: <input type="text" value="PUBLIC"/>
13.	Click the Method ID Selection icon to search for and enter a Method ID.	Method ID: <input type="text"/>
14.	Click the Assign. Type ID Selection icon to search for and enter an Assignment Type ID.	Assign. Type ID: <input type="text"/>
15.	Click the Approval Process ID Selection icon to search for and enter an Approval Process ID.	Approval Process ID: <input type="text"/>
16.	Select the Approval Required check box if the Item requires approval.	Approval Required: <input type="checkbox"/>
17.	Select the Shipping Required check box if the Item has needs to be shipped from its current location.	Shipping Required: <input type="checkbox"/>
18.	Select the Safety Related check box if the Item has been designated as safety-related.	Safety Related: <input type="checkbox"/>
19.	Select the Approved check box if the Item has been designated as approved.	Approved: <input type="checkbox"/>
20.	Select the Active check box if the Item has been designated as active.	Active: <input checked="" type="checkbox"/>

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21.	Select the Auto Fill Registration check box if the system should automatically replace Users who withdraw from the Item with Users on the waitlist.	Auto Fill Registration: <input type="checkbox"/>
22.	Select the Do Auto Competency check box if the Item should allow competencies to be automatically recorded when a learning event is completed.	Do Auto Competency: <input type="checkbox"/>
23.	Verify that the Users can record Learning Events for themselves check box is unchecked.	User can record Learning Events for themselves: <input type="checkbox"/>
24.	Check the Supervisors can record Learning Events for subordinates check box	Supervisors can record Learning Events for subordinates: <input checked="" type="checkbox"/>
25.	Check the Automatically create a community for this item check box if you want AgLearn to create a Community for this Item.	Automatically create a community for this item: <input checked="" type="checkbox"/>
26.	Click the Create Date Calendar icon to select and enter an Item creation date. Note: The default date is the current date.	Create Date: (MM/DD/YYYY)  11/20/2006
27.	Enter in the Registration Threshold Days field the number of days that the User must wait to register again for this Item.	Registration Threshold Days: (1000,001) <input type="text"/>
28.	Enter a description of the Item in the Description field.	Description: <input type="text"/>
29.	Enter any comments on the Item in the Comments field.	Comments: <input type="text"/>

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30. Enter text about the materials the instructor will be using in the **Instructor Materials** field.

Instructor Materials:

31. Enter text about the materials the User will be using in the **User Materials** field.

User Materials:

32. Add a **Rating** for the Item, if you wish.

Rating:

0.50
 1.00
 1.50
 2.00
 2.50
 3.00
 3.50
 4.00
 4.50
 5.00

☒

33. Click **Add** to save the data entry and add the new Item record to the AgLearn database.

Add

Caution: A Validation Error message will appear if required fields have not been completed. Correct the errors, then click **Add**.

34. Review the data entered on the **Summary** tab.

Apply Changes Revise... Reset Copy Item... Schedule Delete

* = Required Fields

Title:	AgLearn Admin Refresher Training - v5.8
Classification:	Instructor-Led
Source ID:	<input type="text"/>
* Domain ID:	USDA
Method ID:	<input type="text"/>
Assign. Type ID:	<input type="text"/>
Approval Process ID:	<input type="text"/>
Approval Required:	<input type="checkbox"/>
Shipping Required:	<input type="checkbox"/>
Safety Related:	<input type="checkbox"/>
Approved:	<input type="checkbox"/>
Active:	<input checked="" type="checkbox"/>
Auto Fill Registration:	<input type="checkbox"/>
Do Auto Competency:	<input type="checkbox"/>
User can record Learning Events for themselves:	<input type="checkbox"/>

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Step Activity View

35. If necessary, make field modifications and click **Apply Changes** to save the change.

If the Item is not an online Item, skip the next 8 steps.

36. Click the **Catalogs** tab.

Chargeback	Catalogs	Subject Areas
Notifications	Materials	Objectives

37. Scroll down to the **Add this Item to a Catalog** section.

Add this Item to a Catalog

Enter Catalog ID or [add one or more from list](#)

Catalog ID: ☒ Add Associated Future Schedules Offerings to the Catalog

38. Select the **Add one or more from a list** link to select and enter and Item.

[add one or more from list](#)

Select All / Deselect All			
Catalog ID	Description	Add Schedules	Add
USDA	USDA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
usda_grad_school	Graduate School, USDA	<input type="checkbox"/>	<input type="checkbox"/>
Select All / Deselect All			

39. On the **> Search** screen, enter the appropriate search criteria.

Note: See **Managing Data Entry and Searches** for more detailed information on searching.

Case sensitive search:

☐ Yes ☒ No

Catalog ID:

Starts With

Description:

Starts With

Active:

☒ Active ☐ Not Active ☐ Both

40. Click **Search**.

Search

41. Select the corresponding check box of the catalog(s) that will contain the Item.

Select All / Deselect All			
Catalog ID	Description	Add Schedules	Add
USDA	USDA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
usda_grad_school	Graduate School, USDA	<input type="checkbox"/>	<input type="checkbox"/>
Select All / Deselect All			

42. Click **Add**.

Add

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43. Select a **Flag**, if necessary.

Catalog Options

Flag:

Until: (MM/DD/YYYY)

Reason:

Expires: (MM/DD/YYYY)

44. Indicate the last day of the flag's appearance.

Until: (MM/DD/YYYY)

45. Enter text in the **Reason** field that will appear to the User when the cursor is passed over this Item in the catalog.

Reason:

46. Enter an expiration date for the Item in the **Expires** field, if necessary.

Expires: (MM/DD/YYYY)

47. Click the **Design Data** tab.

Curricula	Competencies	Custom Fields
Summary	Design Data	Delivery Data

48. Enter the name of the person who created the revision of the Item in the **Reviser** field.

Reviser:

49. Enter the name of the person who approved this revision of the Item in the **Approved By** field.

Approved By:

50. Enter the actual time spent learning, in hours, in the **Contact Hours** field.
- Note:** Contact hours should equal the actual time spent in the classroom, or engaged in learning. The time should include breaks but exclude lunch.

Contact Hours: (1000,001.01)

51. Enter the date that the revision of the Item was approved in the **Approval Date** field.

Approval Date: (MM/DD/YYYY)

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52.	Enter the credit hours for the Item in the Credit Hours field.	Credit Hours: (1000,001.01) <input type="text"/>
53.	Enter information to describe the lesson and the audience in the respective fields.	Lesson: <input type="text"/> Audience: <input type="text" value="Full training for experienced Aglearn"/>
54.	Enter the e-mail address of a contact person with regard to the design of this Item in the Contact's Email field.	Contact's Email: <input type="text" value="teamaglearn@usda.gov"/>
55.	Describe the goals of the Item in the Item Goals field.	Item Goals: <div style="border: 1px solid black; padding: 5px;"> You will learn valuable safeguards in computer security, such as protecting your computer against viruses and attacks, and handling sensitive information. After completion of this course, you will also receive credit toward end-user Security Awareness and Training, which is legislatively mandated. </div>
56.	Enter how long, in days, a User has to complete this Item once it has been assigned in the Default Initial Period field.	Default Initial Assignments: Initial Number: <input type="text" value="(1000,001)"/> Initial Basis: <input type="radio"/> Calendar <input checked="" type="radio"/> Event Initial Period: <input type="text" value="Days"/>
57.	Enter how frequently, in days, a User must be retrained on this Item in the Default Retraining Period field.	Default Retraining Assignments: Retraining Number: <input type="text" value="(1000,001)"/> Retraining Basis: <input type="radio"/> Calendar <input checked="" type="radio"/> Event Retraining Period: <input type="text" value="Days"/>
58.	Click the Delivery Data tab.	<div> <div>Competencies</div> <div>Custom Fields</div> <div>Requests</div> <div>Design Data</div> <div>Delivery Data</div> <div>Prerequisites</div> </div>
59.	Enter the minimum number of students that must be enrolled to avoid canceling any Scheduled Offerings of this Item.	Minimum Registration: (1000,001) <input type="text"/>
60.	Enter the maximum number of students that may be enrolled in any Scheduled Offering for this Item.	Max Registration: (1000,001) <input type="text"/>
61.	Check the Self-Registration box if Users will be permitted to self-enroll online.	Self Registration: <input type="checkbox"/>
62.	Click Apply Changes .	<input type="button" value="Apply Changes"/>

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63. Create a **Default Segment** for the Item.

Note: All Scheduled Offerings created subsequent to this step will carry over the Default Segment information entered here.

Add a Default Segment to the Item

Seg#	Segment	Day (1000,001) Duration (1000,001.01)	Offset (1000,001.01)	Location Type
1		1 8.00		

Add

64. Click **Add**.

Add

65. Repeat Steps 86-87 until the proper number of segments have been created.

Review your segments and click **Apply Changes** before leaving this screen.

Seg#	Segment	Day (1000,001) Duration (1000,001.01)	Offset (1000,001.01)	Location Type		Remove
1	Day 1	1 8.00			Materials Equipment Copy to All Duplicate Day	<input type="checkbox"/>
2	Day 2	2 8.00			Materials Equipment Copy to All Duplicate Day	<input type="checkbox"/>
3	Day 3	3 8.00			Materials Equipment Copy to All Duplicate Day	<input type="checkbox"/>

Select All / Deselect All
Apply Changes Reset

66. Click the **Prerequisites** tab.

Custom Fields Requests Rqst Reasons
Delivery Data **Prerequisites** Documents

67. Select the **Add one or more from a list** link to select and enter a prerequisite Item.

Add a Prerequisite to the Item

Enter 'Item ID' and 'Item Type' or [add one or more from list](#).

Item Type Item ID

68. On the **> Search** screen, enter the appropriate search criteria.

Note: See **Managing Data Entry and Searches** for more detailed information on searching.

Case sensitive search: ☐ Yes ☒ No

Item Types: Starts With

Item ID: Starts With

Revision Date: (MMDD/YYYY)

Revision Number: Starts With

Item Title: Starts With

Item Status: ☒ Active ☐ Not Active ☐ Both

Item Classification: Starts With

Online Settings: ☐ Has online content

Domains: Starts With

Subject Areas: Starts With

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69. Click **Search**.

Search

70. Select the corresponding check box of the Item that will serve as the prerequisite.

Select All / Deselect All		
Item	Title	Add
Classroom USDA-AGLEARN-ADMIN-LEVEL2 (Rev 2/25/2005 04:10 PM EST)	AgLearn Administrator Training - How To Set Up and Manage Training in AgLearn	<input type="checkbox"/>
Classroom USDA-AGLEARN-ADMIN-UPGRADE (Rev 6/24/2005 03:12 PM EST)	AgLearn Upgrade Training for Administrators	<input type="checkbox"/>
Classroom USDA-AGLEARN-ADMIN-5.8NEW (Rev 9/19/2006 10:30 AM EST)	AgLearn Training for New Administrators	<input checked="" type="checkbox"/>
Classroom USDA-AGLEARN-ADMIN-5.8_DELTA (Rev 9/19/2006 10:36 AM EST)	AgLearn Admin Training - 5.8 Deltas	<input type="checkbox"/>

71. Click **Add**.

Add

72. Click the **Documents** tab.

Requests	Rqst Reasons	Substitutes
Prerequisites	Documents	Tasks

73. Select the **Add one or more from a list** link to select and enter a prerequisite Item.

Add a Document to the Item

Enter Document ID or [add one or more from list](#)

Document ID:

74. On the **> Search** screen, enter the appropriate search criteria.

Note: See **Managing Data Entry and Searches** for more detailed information on searching.

Case sensitive search:

☐ Yes ☒ No

Document ID:

Starts With

Title:

Starts With

75. Click **Search**.

Search

76. Select the corresponding check box of the document that will be associated with the Item.

Records per Page: 10 Page: 12 «Previous Next» (19 total records) Page 1 of 2 Go		
Select All / Deselect All		
Document ID	Title	Add
ARS-230-01	Tracking of Hazardous Waste Cleanup Funds	<input checked="" type="checkbox"/>
ARS-230-0m	Safety, Health and Environmental Management Program	<input type="checkbox"/>

77. Click **Add**.

Add

78. Click on the **Subject Areas** tab.

Catalogs	Subject Areas	
Materials	Objectives	Grading Options

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79. Select the **Add one or more from a list** link to select and enter a **Subject Area**.

Add a Subject Area to an Item

Enter Subject Area ID or [add one or more from list](#)

Subject Area ID:

80. Select the corresponding check box of the Subject Area(s) that will be associated with the Item.

Records per Page: 10 Page: 1 2 3 4 5 < Previous | Next > (121 total records) Page 1 of 13. Go

[Select All](#) / [Deselect All](#)

ID	Description	Levels	Add
ADMIN	Administration	0	<input checked="" type="checkbox"/>
ADMIN_OP	ADMINISTRATION AND OPERATIONS	0	<input type="checkbox"/>
AGLEARN	AgLearn Related Courses	0	<input type="checkbox"/>

81. Click **Add**.

Add

82. Click any of the other **Item** tabs to enter additional data (**Delivery Data, Curricula**, etc.).

Pricing	Chargeback	Catalogs	Subject Areas	Standard Options	
Online Settings	Notifications	Materials	Objectives	Grading Options	Cost Calculation
Curricula	Competencies	Custom Fields	Requests	Rqst Reasons	Substitutes
Summary	Design Data	Delivery Data	Prerequisites	Documents	Tasks

83. Click the context-sensitive **Help** link to display the **Help** window.

[Search](#) | [Add New](#) | [Help](#) | 

84. Scroll down to the **Help** section on the Item tab to enter data and review the contents before entering the data on that tab.

Search Pages

The **Search Page** makes finding your searches easier and faster. The search pages allow you to set multiple layers of filters to narrow the scope of your search. Most filters are hyperlinked to a corresponding **Create Filter** page. You will see two types of search pages: the Simple Search and the Advanced Search. Both are designed to help refine the search results.

The **Simple Search** pages provide the most commonly used fields and identifiers to define the scope of the result. The **Advanced Search** pages provide more possible combinations of criteria to conduct the search than the Simple Search page. The Advanced Search pages display all of the options provided by the system to define the scope of the search for the selected entry.

It is important to note that the search function is critical for most workflows in the LMS including viewing and the use of wizards.

Sample **Search Diagrams** are available by clicking the **<example >** link throughout this page.

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85. Enter associated data in the tab screen data fields.

Edit the Design Data for the Item

Reviser:
 Approved By:
 Approval Date: (MM/DD/YYYY)
 Lesson:
 Audience: Full training for experienced AgLearn
 Default Initial Assignments:
 Initial Number: (1000,001) Initial Period: Days
 Initial Basis: ☐ Calendar ☒ Event
 Default Retraining Assignments:
 Retraining Number: (1000,001) Retraining Period: Days
 Retraining Basis: ☐ Calendar ☒ Event
 Contact's Email: dana.king@usda.gov
 Item Goals: The better acquaint (or re-acquaint) experienced administrators with AgLearn's capabilities and approved USDA methods.

86. Click **Apply Changes** to save the entered information.

Apply Changes

87. Repeat the previous five steps, if necessary, for each Item tab.

Pricing	Chargeback	Catalogs	Subject Areas	Standard Options	
Online Settings	Notifications	Materials	Objectives	Grading Options	Cost Calculation
Curricula	Competencies	Custom Fields	Requests	Rqst Reasons	Substitutes
Summary	Design Data	Delivery Data	Prerequisites	Documents	Tasks